

Fauquier County Department of Community Development
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BOUNDARY LINE ADJUSTMENT CHECKLIST Page 1 of 2

Please type or print legibly.

REQUIREMENT	YES	NO	N/A - State reason Use separate sheet if necessary
DOCUMENTATION			
1. Completed Land Development Application with all property owners original signatures.			
2. Completed Fee Calculation Sheet with fee check.			
3. Current zoning of parcels.			
4. Boundary Adjustment cannot create an additional building lot.			
5. Any parcels resulting from this plat shall conform to the lot size and frontage requirements of the Zoning District.			
6. Five (5) folded copies of record plat* showing proposed adjustment.			
7. Health Department verification that adjustment does not adversely impact existing or reserve drainfield.			
8. Provide deed of Border Line Adjustment if all parcels not owned by same party.			
9. The following boundary adjustment language shall be on both the plat and in the deed for each affected parcel: " _____ acre(s) are hereby added to and _____ acre(s) are hereby subtracted from part of the adjoining _____ acre(s) to create one parcel of _____ acre(s) and does not create a new building lot."			
10. Properties are not a portion of any required common or non-common open space.			
11. If property is zoned RA or RC, a current letter from the Zoning Office indicating subdivision potential must be included.			
12. For properties under 50 acres, the survey must include boundary lines of all parcels.			
13. Completed, signed Boundary Line Adjustment Checklist.			
BOUNDARY ADJUSTMENT PLAT REQUIREMENTS See Section 10-4 of Subdivision Ordinance for details			
1. Plat prepared by a land surveyor or engineer.			
2. Drawn to a scale not greater than 1" = 100' and the sheet size shall not exceed 18" x 24".			
3. If shown on more than one sheet, the sheet number, total number of sheets and the adjustment shall be shown on each sheet.			
4. Title under which subdivision is proposed to be recorded.			
5. A certificate with original signatures of the Land Surveyor.			
6. Name of individual or firm who prepared the plat.			
7. Date of plat.			
8. Scale of plat.			
9. Name or number of a section if part of a larger tract.			
10. A signed and notarized statement that "the boundary adjustment of the land described herein is with free consent and in accordance with the desires of the undersigned owners, proprietors, and trustees".			
11. Signature panel for governing body 4 inches by 4 inches.			
12. Signature panel for Health Department approval.			
13. Vicinity map, with north arrow, all adjoining roads, town/county boundaries and other landmarks within one mile radius.			

BOUNDARY LINE ADJUSTMENT CHECKLIST Page 2 of 2*Please type or print legibly.***BOUNDARY ADJUSTMENT PLAT REQUIREMENTS (continued)** See Section 10-4 of Subdivision Ordinance for details

14. Current zoning of parcels.			
15. The north point arrow.			
16. The boundary lines of the area being adjusted.			
17. All dimensions, both linear and angular for locating lots, streets, alleys and public easements.			
18. Lot numbers in numerical order and block identification.			
19. Location and material of all permanent referenced monuments.			
20. A definite bearing and distance tie shown between not less than two permanent monuments on the exterior boundary.			
21. Temporary cul-de-sacs where needed.			
22. Names of all proposed streets.			
23. Total acreage of lots, common spaces, streets and total site acreage.			
24. Notation "_____ acres is hereby dedicated for public use".			
25. Boldly printed Private Street Notation. See Section 7-306 of Zoning Ordinance.			
26. All existing and proposed easements.			
27. Existing and proposed rights-of-way and widths.			
28. Seal and original signature of the Engineer or Land Surveyor.			
29. Floodplain note to read: " The subject property is located on FEMA Flood Insurance Rate Map, number 510055, Panel _____, dated _____. The property is located in Zone _____".			
30. Parcel Identification Number (PIN).			

CERTIFICATION OF APPLICATION SUBMISSION

I hereby certify that the above stated information is included in the attached boundary line adjustment application and accompany materials. Further, I have included on the plat any conditions required by proffers of an approved rezoning, or required by special exception or variance approval, special agreements or covenants.

Engineer or Surveyor's Signature

Firm Name

Date

Application: _____ Accepted _____ Rejected

Development Technician

Date

Revised March 2005